

## POSITION STATEMENT

### 1. POSITION INFORMATION

Civil Service Classification Information Technology Specialist I	Working Title Programmer Analyst
Name of Incumbent	Position Number 280-350-1402-XXX
Section/Unit Mainframe Services Section-DI/UI/BAG/ERG	Supervisor's Name
Division Application Services Division	Supervisor's Classification Information Technology Supervisor II
Branch Information Technology Branch (ITB)	Duties Based on: <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time - Fraction
	Revision Date 3/25/2021

### 2. REQUIREMENTS OF POSITION

Check all that apply:

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Conflict of Interest Filing (Form 700) Required | <input type="checkbox"/> Call Center/Counter Environment                           |
| <input type="checkbox"/> May be Required to Work in Multiple Locations              | <input checked="" type="checkbox"/> Requires Fingerprinting & Background Check     |
| <input type="checkbox"/> Requires DMV Pull Notice                                   | <input type="checkbox"/> Bilingual Fluency ( <i>specify below in Description</i> ) |
| <input checked="" type="checkbox"/> Travel May be Required                          | <input type="checkbox"/> Other ( <i>specify below in Description</i> )             |

Description of Position Requirements (*e.g., qualified Veteran, Class C driver's license, bilingual, frequent travel, graveyard/swing shift, etc.*)

Occasional travel to attend meetings, trainings, or operational support.

### 3. DUTIES AND RESPONSIBILITIES OF POSITION

Summary Statement (Briefly describe the position's organizational setting and major functions)

#### Information Technology Domains (Select all domains applicable to the incumbent's duties/tasks.)

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Business Technology Management   | <input checked="" type="checkbox"/> IT Project Management | <input type="checkbox"/> Client Services    |
| <input type="checkbox"/> Information Security Engineering | <input type="checkbox"/> Software Engineering             | <input type="checkbox"/> System Engineering |

Under the direction of the Information Technology Supervisor II, the Information Technology Specialist I (ITS I) will be assigned to one of three groups within the in the Mainframe Services Section. These groups include the Unemployment Insurance (UI) Mainframe Group, Disability Insurance (DI) Mainframe Group, and the Benefit Accounting and Employer Reporting Group (BAG/ERG). The ITS I works in a project team environment performing UI/DI Mainframe work and/or Benefit Accounting & Employer Reporting work to support the business functions that include may involved a wide variety of tasks that include (Requirements Gathering, Analysis, Design, Coding, Unit Testing, Integration Testing, Support System Testing, Implementation of Programs and Maintenance). The scope typically includes multiple program areas, and involves planning, developing, and implementing technological solutions including Mainframe, COBOL, JCL, DB2, CICS, etc., across all groups that are essential to the missions of the overall organization, or affecting large numbers of people on a long-term or continuous basis. The incumbent is expected to demonstrate innovative problem-solving skills within broadly stated and

non-specific guidelines in one or more of the following domains: Business Technology Management, Client Services, Information Security Engineering, Information Technology Project Management, Software Engineering, or System Engineering.

Incumbent may: perform feasibility studies and research analysis related to technology projects; provide information technology consultation in support of business programs; provide metrics on service level agreements; develop and/or review data sharing agreements prior to release of confidential information; analyze business impact and exposure based on emerging security threats; monitor project milestones and deliverables; coordinate and consult with users, administrators, and engineers to identify business and technical requirements; develop and sustain cooperative working relationships with project stakeholders; perform software product deployment and release management activities; define and design software solutions; identify infrastructure system requirements and recommend technology, hardware, software, and plans installation; advise, create, or participate in the design of new system architecture, standards, and methods to support organizational needs; install, configure, administer, test, and maintain communication software systems; conduct research and perform analysis to recommend system upgrades, cost-effective solutions, and process improvements; troubleshoot, track, and conduct root cause analysis of system/database/operational issues; and act in a lead role over lower-level staff.

### 3. DUTIES AND RESPONSIBILITIES OF POSITION *(continued)*

Percentage of Duties	Essential Functions
35%	Serves in a lead capacity on application projects. Works with customers to elicit, develop, and document requirements (a condition or capability needed by a user to solve a problem or achieve an objective) of what is needed to solve the business need. Meets both independently and in teams and develops high-level and detailed documentation. Designs and maintains program specifications. Develops and codes complex new programs and maintains old programs. Develops and conducts tests using various testing methodologies. Prepares system and program test specifications, test plans, test data and validates results. Conducts and participates in all phases of the System Development Life Cycle.
30%	Serves as lead on projects of moderate complexity and develops work plans and documentation in relation to the System Development Lifecycle (SDLC). Works with project team to produce project schedules and staff assignments. Negotiates business priorities and meets with business customers, IT management and staff. The customers can be external/internal such as Unemployment Insurance Branch (UIB), Disability Insurance Branch (DIB), Tax Branch, Workforce Services Branch (WSB), and Department of Labor (DOL).
20%	In a lead capacity, monitors, mentors and trains lower level staff. May assist lower level staff in understanding and interpreting work assignments delegated by their supervisors/managers.

Percentage of Duties	Marginal Functions
10%	Collaborates with IT staff and internal and external customers to facilitate an open exchange of ideas and provide for effective communication for successful implementation of IT projects. Foster and provides communication methodologies to motivates and develops positive working relationships based on mutual respect and trust.
5%	Performs other duties as assigned.

### 4. WORK ENVIRONMENT *(Choose all that apply from the drop-down menus)*

Standing: Repetitive (26-33%)      Sitting: Intermittent (34-50%)  
 Walking: Repetitive (26-33%)      Temperature: Temperature Controlled Office Environment  
 Lighting: Artificial Lighting      Pushing/Pulling: 1-25% of the time  
 Lifting: 1-25% of the time      Bending/Stooping: 1-25%  
 Other:  
 Type of Environment: a. Cubicle   b. Select   c. Select   d. Select  
 Interaction with Public: a. Required to assist customers on the phone and in person.   b. Select   c. Select.

## 5. SUPERVISION

Supervision Exercised (e.g., Directly – 1 Staff Services Manager I; Indirectly – 5 SSAs / AGPAs)

Does not supervise

## 6. SIGNATURES

### Employee's Statement:

I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Position Statement.

Employee's Name (Print)

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Employee's Signature

Date

### Supervisor's Statement:

I have reviewed the duties and responsibilities of this position and have provided a copy of the Position Statement to the Employee.

Supervisor's Name (Print)

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Supervisor's Signature

Date

## 7. HRSD USE ONLY

### Personnel Management Group (PMG) Approval

☒ Duties meet class specification and allocation guidelines.

PMG Analyst initials  
dmg

Date approved  
3/25/2021

### Reasonable Accommodation Unit use ONLY (completed after appointment, if needed)

\* If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation (DE 8421) form and submit to Human Resource Services Division (HRSD), Reasonable Accommodation Coordinator.

List any Reasonable Accommodations Made:

### \*\* AFTER SIGNATURES ARE OBTAINED:

- SEND A COPY OF POSITION STATEMENT TO HRSD (VIA YOUR ATTENDANCE CLERK) TO FILE IN THE EMPLOYEE'S OFFICIAL PERSONNEL FILE (OPF)
- FILE ORIGINAL IN THE SUPERVISOR'S DROP FILE
- PROVIDE A COPY TO THE EMPLOYEE